



JOB DESCRIPTION

JOB TITLE: Assistant to the City Manager

DEPARTMENT: Office of the City Manager

REPORTS TO: City Manager

DATE: June, 2009

EMPLOYEE UNIT: Management & Confidential

Supersedes: October, 2000

FLSA EXEMPT: Yes

JOB SUMMARY: Under the administrative direction of the City Manager, the Assistant to the City Manager is responsible for providing highly responsible staff assistance to the City Manager and manage the Council Services/Records Management and Human Resources divisions of the Office of the City Manager. Employees in this Classification may also be assigned exclusively to special projects of high priority to the City.

CLASS CHARACTERISTICS: This is an executive classification that coordinates the efforts of other executive managers and employees as delegated by the City Manager and manages the activities of the Council Services/Records Management and Human Resources Divisions within the Office of the City Manager.

This is an “At-Will” classification which means the Assistant to the City Manager serves at the will of the City Manager and may be removed at any time without cause, notice, or right of appeal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Assistant to the City Manager is accountable to the City Manager for the performance of the following duties which may be performed personally in consultation with and at the direction of the City Manager and/or in coordination with other City staff. Additional duties may be assigned.

1. Review, interpret, develop, modify, and implement City policies and their application to specific situations in departments; and resolve conflicts involving interpretation of such policies.
2. Write reports, conduct analyses, and develop recommendations concerning policy issues and program operations for the City Manager and City Council.
3. Assist the City Manager in the development, analysis and review of the proposed City and RDA budget, including recommendations made to the City Council, and the review and monitoring of budget expenditures.
4. Represent the City and the City Manager’s Office to outside agencies and organizations and individuals; provide technical assistance as necessary.

5. Coordinate and facilitate City Council and Redevelopment Agency agenda review meetings with the Executive Management team and City Manager.
6. Coordinate reports and meetings that involve various City departments and staff members on behalf of the City Manager.
7. Undertake special studies/projects relating to the City Administration function as well as other City functions.
8. Prepare and monitor the budgets for the Office of the City Manager.
9. Produce internal and external communications, such as City Connections newsletter, press releases and communications to employees.
10. Manage City the contract for fire suppression services and other contracts as requested.
11. Plan, administer & manage the activities of the Council Services/Records Management and Human Resources divisions including establishing goals and objectives for service delivery and evaluating employee job performance within these divisions.
12. Review and evaluate city-wide employee performance evaluations and take action regarding personnel matters.
13. May serve as acting City Manager in the City Manager's absence.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

1. Possess a bachelor's degree from an accredited college in Public Administration, Business Administration, or a closely related field. A Master's degree in Public Administration is desired, but not required.
2. At least five years of professional experience in municipal public administration that has included at least two years of supervision of professional and clerical staff and contract administration.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Other requirements:

1. Required to work evenings and weekends as needed.

Knowledge of:

1. Principles, practices, and techniques of public administration.
2. Public administration principles related to municipal government activities, including the role of elected officials and staff.
3. Statistical concepts and methods, research organization, problem solving techniques and applicable computer software.
4. Supervision, including selection, training and work evaluation.
5. Budgetary practices and principles.
6. Principles and practices of leadership, motivation, team building and conflict resolution.
7. Cultural diversity issues.

Skill in:

1. Providing excellent customer satisfaction (both internally and externally).
2. Use of common office software including Microsoft Office.
3. Collecting and analyzing technical information and then developing clear and concise written reports based on this information.
4. Researching, compiling and summarizing varied informational materials and preparing periodic or special reports.
5. Verbal and written communication.

Ability to:

1. Use initiative and judgment within established guidelines.
2. Organize work, set priorities and follow-up on assignments with minimal supervision.
3. Develop and implement policies and procedures having citywide application.
4. Analyze problems, define alternate solutions, project consequences of proposed actions, and implement recommendations in support of goals.
5. Assist in the planning, direction, and control of the administration and operation of municipal departments.
6. Develop and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.